

# ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

**\*\*\*Please Note:** State offices will be closed on the following days in 2006: **January 2, January 16, February 13, February 20, May 29, July 4, September 4, October 9, November 7, November 10, November 23, November 24, and December 25.**

## Group A Titles Which Require An Automated Multiple-Choice Exam:

Account Clerk I & II	Executive Secretary I, II, III, Opt 2 & 3	Office Coordinator, Opt 1, 2, 3 & 4
Account Technician I & II	Forensic Scientist Trainee, Opt A, B, C	Office Specialist, Opt 1, 2, 3 & 4
Administrative Services Worker Trainee	Guard II	Public Aid Eligibility Assistant
Automotive Attendant II	Highway Maintainer (See below)	Rehabilitation Case Coordinator I (Typing req)
Automotive Mechanic Opt 1, 2, 3 (See below)	Human Resources Assistant, Opt 1 & 2	Residential Care Worker, Opt A & B
Building/Grounds Laborer	Human Resources Associate, Opt 1 & 2	Residential Care Worker Trainee-Cook/Morgan Co
Building/Grounds Maintenance Worker	Human Resources Trainee, Opt 1 & 2	Revenue Tax Specialist Trainee
Buyer Assistant	Human Rights Investigator I	Security Therapy Aide Trainee
Clerical Trainee	Insurance Analyst I & II, Opt 2 (SQ)	Site Interpreter
Communications Equipment Technician I	(Opt. 2 Group Insurance/Benefits, no typing req.)	Site Security Officer
Correctional Counselor II	Intermittent Clerk, Opt 1 & 2	Site Technician II
Corrections Food Service Supv I (See below)	Intermittent Laborer – Maintenance	Stores Clerk
Corrections Parole Agent	Laboratory Assistant	Support Service Worker
Data Processing Administrative Specialist	Maintenance Equipment Operator (See below)	Switchboard Operator I
Data Processing Specialist	Maintenance Worker	Telecommunicator Trainee (Typing required)
Data Processing Technician	Meat & Poultry Inspector Trainee	Unemployment Insurance Revenue Analyst I
Data Processing Technician Trainee	Natural Resource Technician I	Unemployment Insurance Revenue Analyst II
Dietitian	Office Administrator I, II, III, IV, V, Opt 1, 2 & 3	Unemployment Insurance Revenue Specialist
Electronic Equipment Installer/Repairer	Office Aide	Veterans Employment Representative I, Opt 1 & 2
Employment Security Program Rep – Int	Office Asst, Opt 1, 2, 3 & 5	
Employment Security Service Representative	Office Associate, Opt 1, 2, & 3	
Environmental Protection Specialist I & II	Office Clerk, Opt 1, 2, & 5	

**Most position titles require a separate application (specific information on these titles can be obtained at any assessment center.)**

The **Highway Maintainer** examination requires possession of a valid commercial drivers license, Class “A” with endorsements of “N” (tankers) or “X” (tankers with hazardous materials) and non-restrictive air brakes. **CDL PERMITS ARE NOT ACCEPTED.**

The **Automotive Mechanic** option 1,2, & 3 and **Maintenance Equipment Operator** examinations require the possession of a valid Class “A” or Class “B” commercial drivers license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

The **Corrections Food Service Supervisor I** examination requires possession of **current** Public Health Food Service Sanitation Certificate.

### Guide to Options:

**Automotive Mechanic:** 1-General, 2-Truck & Welding, 3-Medium/Heavy Trucks. **Forensic Scientist Trainee:** A-Firearms/Tool Marks, Latent Prints, Questioned Documents & Imaging Photography laboratory disciplines, B-Trace Chemistry/Microscopy, Drug Chemistry & Toxicology laboratory disciplines, C-Biology & DNA laboratory disciplines. **Human Resource Series:** 1-General, 2-Typing. **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title.) **Residential Care Worker:** A-General, B-Certified Nurse Assistant. **Veterans Employment Representative:** 1–Qualified Veteran, 2–Qualified Service Connected Disabled Veteran.

Original employment applications (CMS100) are preferred. Quality photocopies are accepted. Your original signature is required. In general, a separate application is required for each position title including the level and option. Contact the Examining and Counseling Division for exceptions by calling 217/782-7100 (voice) or 217/785-3979 (TTY). **An ID is required to take an examination – a Photo ID is preferred.**

### LOCATION OF ASSESSMENT CENTERS

### Office hours Monday – Friday 8:00 a.m. – 5:00 p.m.

#### SPRINGFIELD

Capital City Center  
130 West Mason Street  
Second Floor  
Springfield, Illinois 62702  
217/557-6885 (Voice)  
217/785-3979 (TTY)

**Flexible schedule testing: Check-in 8:00a.m.-2:00 p.m.**

**Monday, Tuesday, Wednesday, Thursday**

(Exception for Data Processing Administrative Specialist, Data Processing Specialist, HR Tr., HR Asst., HR Assoc., Insurance Analyst II, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 1:30 p.m. To test for the Revenue Tax Specialist Tr. title you must arrive and be ready to test before 12:30 p.m.)

#### CHICAGO

James R. Thompson Center  
100 W. Randolph Street  
Suite 3-300  
Chicago, Illinois 60601  
312/793-3565 (Voice)  
312/814-4458 (TTY)

**Flexible schedule testing: Check-in 8:00 a.m.- 1:30 p.m.**

**Monday, Tuesday, Wednesday, Thursday**

(Exception for Data Processing Administrative Specialist, Data Processing Specialist, HR Tr., HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)

### BY APPOINTMENT ONLY

### Office hours Monday – Friday 8:00 a.m. – 5:00 p.m.

#### MARION

State Regional Office Bldg.  
2309 West Main Street, Suite 126  
Marion, Illinois 62959  
Telephone: 618/993-7005  
Illinois Relay Center:  
1-800-526-0844 (TTY Only)

#### ROCKFORD

E. J. “Zeke” Giorgi Center  
200 South Wyman Street  
Rockford, Illinois 61101  
Telephone: 815/987-7004  
Illinois Relay Center:  
1-800-526-0844 (TTY Only)

#### CHAMPAIGN

State Regional Office Bldg.  
2125 South First Street  
Champaign, Illinois 61820  
Telephone: 217/278-3435  
Illinois Relay Center:  
1-800-526-0844 (TTY Only)

**\*\* NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

**ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF PRIOR TO ENTERING THE TEST ROOM. VIOLATORS WILL BE SUBJECT TO DISQUALIFICATION AND/OR REMOVAL FROM THE TEST ROOM.**

Position titles listed below are graded based on training & experience listed on the CMS application.

Mail to: Central Management Services, Examining and Counseling Division, Room 500 Stratton Bldg., Springfield, IL 62706.

\*A Separate application is required for each level and option.

### Group A Titles Graded Based On Training & Experience (TRAEX):

Accounting and Fiscal Administration Career Tr.	Habilitation Program Coordinator	Motorist Assistance Specialist
Aircraft Pilot II, Opt A & B	Health Facilities Surveillance Nurse	Paralegal Assistant
Aircraft Pilot II – Dual Rating	Hearing and Speech Associate, Opt A & B	Program Integrity Auditor Trainee
Behavioral Analyst Associate	Hearing and Speech Specialist, Opt A, B, C	Psychologist I, II & III
Chemist I	Information Services Specialist I & II, Opt A, C, M & S	Psychologist Associate
Child Protection Associate Specialist	Information Systems Analyst I, II & III, Opt A, C, M & S	Public Service Administrator, Opt 1-9
Child Protection Specialist	Insurance Company Financial Examiner Trainee	Registered Nurse I & II
Child Welfare Associate Specialist	Internal Auditor I	Rehabilitation Counselor Trainee
Child Welfare Specialist	Internal Auditor Trainee, Opt 1 & 2	Rehabilitation/Mobility Instructor Trainee
Clinical Laboratory Technologist I, Opt A & B	Internal Security Investigator I & II	Revenue Auditor Trainee
Corrections Medical Technician	Library Associate	Senior Public Service Administrator, Opt 1-8
Disability Claims Adjudicator Trainee	Licensed Practical Nurse I & II	Social Services Career Trainee
Educator, Opt A, B, C, D, E	Life Science Career Trainee, Opt A, E, J, K, M	Social Worker I, II & III
Environmental Protection Engineer I & II	Lottery Sales Representative	State Police Evidence Technician I & II
Environmental Protection Geologist I	Lottery Telemarketing Representative	Technical Advisor I
Guardianship Representative		Veterans Nursing Asst – Certified

#### Guide to Options:

**Aircraft Pilot II:** A-Fixed Wing, B-Helicopter **Clinical Laboratory Technologist:** A-Medical Technology, B-Cytology **Educator:** A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual, E-Corr. Adult Educator ABE/GED **Hearing & Speech series:** A-Audiology, B-Speech/Language Pathology, C-Speech Language /Impaired Certified **Information Services Specialist/Analyst series:** A-Applications Services, C-Client Services, S-Systems Services, M-Multi/Other Services **Internal Auditor Trainee:** 1-General, 2-Accounting **Life Science Career Trainee:** A – Agriculture, E- Environmental Protection Agency, J – Natural Resources /Conservation, K – Public Health, M – Natural Resources/ Mines & Minerals **Public Service Admin:** 1-General Admin/Business/Marketing/Labor/Personnel, 2-Fiscal Management/Accounting/Budgeting/Internal Auditing/Insurance/Financial, 2B-Financial Regulatory, 2C-Economist, 3-Management Information Systems/Data Processing/Telecommunications, 4-Physical Sciences/Environmental, 5-Agriculture/Conservation, 6-Health & Human Services, 6B-Day Care Quality Assurance, 6C-Health Statistics, 6D-Health Promotion/Disease Prevention, 6E-Laboratory Specialist, 6F-Infectious Disease, 6G-Disaster/Emergency Medical Services, 7-Law Enforcement /Correctional, 8 & 9-Special License **Senior Public Service Admin:** 1-General Admin/Business/ Marketing/Labor/Personnel, 2-Fiscal Management/Accounting/ Budgeting /Internal Auditing/Insurance/Financial, 2B-Financial Regulatory, 3-Management Information Systems/Data Processing/ Telecommunications, 4-Physical Sciences/ Environmental, 5-Agriculture/Conservation, 6-Health & Human Services, 7-Law Enforcement/Correctional, 8-Special License.

**\*\*Language Options are offered for some titles, call any assessment center for more information. \*\***

Applications for the **Youth Supervisor II** and **Correctional Officer** titles must be submitted to the Department of Corrections, Central Screening Office, 1301 Concordia Court, Springfield, IL 62794-9277, 217/522-2666 ext 6684, Illinois Relay Center number for Speech/Hearing Impaired persons 1-800-526-0844 (TTY only).

**Career Services:** Career counselors are available at all of our assessment center locations by appointment only. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles for you and provide descriptions of the job requirements. The telephone numbers for the counseling offices are: Chicago (312) 814-2398 (voice), (312) 814-4458 (TTY); Springfield (217) 524-1321 (voice), (217) 524-1383 (TTY); Champaign (217) 278-3435; Marion (618) 993-7005; Rockford (815) 987-7004. The Illinois Relay Center number for the Champaign, Marion and Rockford offices is (800) 526-0844 (TTY Only).

**Veterans Preference:** Proof of military service must be provided prior to awarding of Veterans Preference. For more information regarding Veterans Preference call Central Management Services Veteran Outreach at 800/643-8138 (voice) or 800/526-0844 (TTY.)

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**If you are an individual with a disability and need assistance to participate in the testing process, please contact Disability Services at Springfield (217) 785-1985 (voice) or (217) 524-1383 (TTY) prior to participation of examination.**

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**Additional information can be obtained by calling or writing to the Central Office at:**

**Central Management Services  
Examining and Counseling Division  
William G. Stratton Building  
401 S. Spring St, Room 500  
Springfield, IL 62706  
(217) 782-7100 (voice) or (217) 785-3979 (TTY)**

**Visit our website at: [www.cms.il.gov](http://www.cms.il.gov)**

**\*\*Examinations may be canceled or limited to certain localities without notice as hiring needs are met. \*\***